Form I-17 Cycle Diagram

SEVP

Responsibilities of the Principal Designated School Official (PDSO)

The PDSO is solely responsible for keeping SEVIS updated with school information on the Form I-17, "Petition for Approval of School for Attendance by Nonimmigrant Student." The PDSO <u>MAY NOT</u> delegate this responsibility to someone else.

The PDSO must:

- Respond promptly to requests for evidence by SEVP.
- Initiate and submit updates to the Form I-17 within 21 days of the change.
- Help designated school officials (DSOs) maintain student records.

Recertification occurs every two years. The best way to prepare for it is to keep your school's Form I-17 updated. Begin working on your recertification upon notification to avoid disruptions to your programs.

Note:

- The PDSO at the main campus is responsible for the entire school's recertification to include all campuses.
- All updates must be complete before recertification.
- Failure to follow instructions and understand the regulations governing recertification may result in your school being withdrawn from SEVIS.

Approved with updakes submitted initials approved The PDSO initiates **ALL** updates for following **Adjudication** Form I-17 changes: · Change of ownership Approved Change of address Add/remove campus Add/remove/modify PDSO or DSO • Program/course changes **Adjudication** Re-Apply Failure to report updates may result in withdrawal of SEVP certification. "Notification of Recertification" sent 180 days prior to the deadline. Failure to file for recertification by the due date will result in automatic withdrawal of the school. Withdrawn **Adjudication** Recertification SEVP may initiate an out-of-cycle review of your school at anytime to ensure compliance.

If withdrawn, your school is no longer eligible to issue Form I-20s, "Certificate of Eligibility for Nonimmigrant Student Status."